

LCHIP Grant Making Process

Phase One

1. Applicant submits an LCH Register Form on-line completing all sections requested
2. Staff provides a cursory review of the LCH Register Form to determine project's eligibility for applying and Executive Director communicates eligibility status via email

Phase Two

1. All interested applicants must attend the Application Writing Workshop which is typically held at least five weeks prior to closing of grant round
2. Submit complete Project Proposal including application and all attachments
3. Executive Director and staff review proposals for completeness and initial staff rankings (incomplete proposals do not advance to Panel Review)

Phase Three

1. Panel review of all complete Project Proposals
2. Site visits of certain projects and potential dialogue with applicants (A site visit does not indicate funding status)

Phase Four

1. Staff presents recommendations to the Board of Directors
2. Certain projects may be asked to make a presentation to the Board (A request for this presentation does not indicate funding status)
3. Board selects projects for funding
4. All applicants are notified by the Executive Director of their funding status

Phase Five

1. Project Agreement is signed by Executive Director and Project Applicant
2. Grant Award Recipients complete due diligence
3. Executive Director, staff, and the Attorney General's office review information
4. If all information is complete and acceptable, then due diligence approval letter is signed by Executive Director

Phase Six

1. Fund disbursement may begin (per Project Agreement schedule)
2. Project closes and final funds are disbursed (Projects with a Historic Resource component are to be completed within 24 months from the date the project was granted funding approval. Natural Resource projects are to be completed within 18 months from the date the project was granted funding approval.)

Phase Seven

1. Annual monitoring occurs and reports are submitted to the LCHIP office
2. Endowment Monitoring Disbursements are made annually in accordance with the receipt of annual monitoring reports.